

# LUCCOCK PARK CAMP

**Position Title:** General Staff

**Pay Rate:** \$9.00-\$10.00 per Hour based on Skills and Qualifications

**Position Summary:**

This position is responsible for performing a variety of duties with primary functions consisting of cooking, cleaning, lawn and building maintenance for Camp Guests, Camp structures and facilities to assist with ensuring the efficient overall operation of the Luccock Park Camp and its various activities. This position will provide information and assistance to all Camp Guests, Camp Managers and General Staff persons as needed. This position will generally report to and be under the direct supervision of the Camp Manager, however may also report to and work under the direct supervision of the Kitchen and/or Maintenance Managers as directed by the Camp Manager.

**Supervision Exercised:**

This position is not responsible for exercising direct management and/or supervision of any Camp Manager or General Staff person except in circumstances as directed by the Camp Manager.

**Essential Duties:**

- Assist in the preparation of meals, following all necessary food safety and sanitation procedures.
- Assist in apportioning and serving meals to campers, guest and staff as directed.
- Wash pots, pans, dishes, utensils, and other cooking equipment.
- Cleaning of guest cabins and facilities, camp structures, work and activity areas to ensure cleanliness and functional operation of the Camp.
- Assist in the maintenance and repair of camp structures, grounds and facilities.
- Assist in grounds keeping, landscaping, weed control, trash collection & disposal.
- Operate power machinery and equipment as needed.
- Provide information and assistance to Camp Guests, Camp Managers and Camp Staff as needed or directed.
- Perform other related duties and responsibilities as directed or assigned by Camp Manager/s.

**Essential Skills & Qualifications:**

- Ability to operate power machinery such as slicers, cutters, saws, lawn machinery, etc.
- Ability to work with cleaning chemicals of various types.
- Ability to follow instruction and work with minimal supervision.
- Ability to learn & comply with Camp rules and procedures.
- Ability to multi-task and work with sometimes frequent interruptions.
- Ability to project and maintain a positive work attitude and efficiently perform job tasks.
- Ability to effectively communicate in both verbal and written forms.
- Ability to work in close proximity with other people and foster teamwork.
- Ability to make coordinated & repetitive movements of the fingers, hands & arms to grasp and manipulate small objects, lift or carry up to 50 pounds, climb, crawl, kneel, bend, stoop, reach, balance, hear, speak, walk, see with/without corrective lenses, work in confined spaces, stand for extended periods, be on your feet for extended periods, and work in diverse weather conditions.
- Ability to create reports and perform record keeping.
- Ability to present information and provide assistance to the public and to camp staff as directed in a pleasant and professional manner.
- Must possess or be able to obtain a valid Montana Drivers License prior to hire.
- Must be able to Speak, Read and Write English.

**Experience & Education Requirements:**

The experience and education requirements for this position are typically acquired through Graduation from an accredited High School or completion of an accredited Equivalency program, and a minimum of six (6) months of direct work experience in one or more of the following fields: Food Service, Hospitality, Customer Service, Grounds Keeping, Landscaping, Maintenance or other closely related field. Any amount of post-secondary, vocational or other education with coursework or training in a related field is preferred. Applicants possessing a current First Aid and/or CPR certification are preferred. Applicants must be a citizen of the United States or be eligible for employment in the United States under U.S. Bureau of Citizenship & Immigration visa policies. Luccock Park Camp is an Equal Opportunity Employer.